FONDATION
DE L'INNOVATION
POUR LA DÉMOCRATIE

Application for Project Manager Officer East Africa Sub-Regional Office

About Us

The Innovation Foundation for Democracy is a dynamic pan-African organisation at the forefront of research, teaching, and knowledge production on substantive democracy. As part of our mission to expand across Africa, **we are establishing a Sub-Regional Office in East Africa**. To support this initiative, we are seeking a highly motivated and skilled **Project Manager Officer** to join our team in **Nairobi, Kenya**. This pivotal role will work closely with diverse stakeholders, including civil society organisations, researchers, academics, technical and financial partners, and policymakers.

Who We're Looking For

If you're a strategic thinker with a passion for impactful projects, and you thrive in dynamic environments, this could be the perfect opportunity for you.

Required Skills and Qualifications:

- Master's degree in human and social sciences (PhD is a plus).
- Expertise in office secretarial work, IT, and data management.
- Proficiency in project design, monitoring, and evaluation.
- Team leadership and coordination abilities.
- Strong reporting skills and keen awareness of socio-political and human rights issues.

Key Responsibilities

Reporting to the East Africa Sub-Regional Coordinator, the Project Manager Officer will:

- Coordinate and manage the diary, schedules, and priorities of the Oriental Laboratory.

- Organise and streamline the flow of information and maintain well-structured records.
- Plan and organise travel arrangements, meetings, appointments, prepare summaries, and draft terms of reference.
- Take the lead in organising files, archiving documents (electronic and on paper), and ensuring efficient follow-up.
- Prepare minutes of meetings, manage the Coordinator's schedule, and oversee key documentation processes (secretarial duties).
- Manage the flow of incoming and outgoing documents.
- Represent the Sub-Regional Office at institutional meetings and events.
- Plan and coordinate scientific activities, public debates, and strategic engagements.
- Ensure documents are professionally formatted, including creating tables, graphs, and PowerPoint presentations as needed.
- Compile detailed activity, financial (bi-annual and annual), and progress reports.
- Engage with key civil society players, academics, thought leaders to advance democracy in the region and management of data.
- Travel within Kenya and across Africa as needed.

Timeline

- **Application Deadline**: Dec 31, 2024 12:00 AM
- **Interviews**: Jan 7, 2025
- **Start Date**: Jan 15, 2025

Why Join Us?

This is your chance to contribute to a transformative movement shaping Africa's democratic future. We are committed to fostering an inclusive and diverse team. **Women** candidates are **strongly encouraged** to apply**.**

How to Apply

Submit your application through this **Google Form**: **[shorturl.at/euvVe]**
For inquiries, please contact: **[easternlabs@innovationdemocratie.org]**

- ☐ **CV**
- ☐ **Cover Letter**
- ☐ **Two references**

Together, let's champion innovation, democracy, and impact in East Africa!

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